



# INDIANA STATE BOARD OF EDUCATION

**To:** Indiana State Board of Education

**From:** Chad E. Ranney, General Counsel

**Date:** November 10, 2021

**RE: Latch Key Program Waiver Request – Greensburg Community Schools**

---

## **Recommendation: Approve the Latch Key Program Waiver Requests**

Greensburg Community Schools is seeking a waiver from the latch key program requirement for the 2021-2022 school year. Approval by the Indiana State Board of Education (“Board”) is required for Latch Key Program Waivers under IC 20-26-5-2.

School-age child care programs, commonly known as Latch Key Programs, are programs that provide care and education for children of working parents. This program is designed to be a link between the home and the school. Certified, qualified and experienced child care providers supervise, teach and interact with children to ensure that they are cared for, supervised, exposed to many learning activities, allowed to complete homework and share enjoyment in a relaxed and carefully designed developmentally appropriate environment.

Pursuant to IC 20-26-5-2(c), a school corporation may seek a waiver from the child care program requirement if the school corporation believes compliance with the requirement would result in “undue hardship.” To receive a waiver, the school corporation must include a detailed description of the school corporation’s attempt to implement a child care program, including the following:

- (1) A description of the steps taken to:
  - (A) conduct a child care program described in subsection (a)(1); or
  - (B) actively solicit nonprofit organizations or for-profit organizations to implement a child care program as provided in subsection (a)(2)
- (2) Evidence that a request in writing was made to each parent to contact the school corporation to indicate the parent’s willingness to use a child care program and documentation of the results received from parents.

**Greensburg Community Schools has provided the required documentation. As such, the corporation’s request for a Latch Key Program Waiver should be approved.**



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick  
Superintendent of Public Instruction

*Working Together for Student Success*

## WAIVER FORM


Indiana State Board of Education  
School-Age Child-Care Program Waiver  
Submission Date: June 3, 2021

Deadline: September 1<sup>st</sup> (Annually)

Greensburg Community Schools requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-26-5-2, because the school corporation would experience an undue hardship due to the low number of eligible children intending to use the child care program. In support of this request, the school corporation submits the following detailed description of its attempt to implement a child care/latchkey program:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other nonprofit organizations or for-profit organizations to implement the program as described in IC 20-26-5-2(a). [IC 20-26-5-2(c)(1)]
2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 20-26-5-2(c)(2)]
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in item 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2(c)]

The school corporation believes that the hardship described in item 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the 2021-2022 school year.

  
(Superintendent's Signature)

Thomas Hunter  
(Superintendent's Name Printed)

1312 W. Westridge Parkway  
(Address)

Greensburg 47240  
(City) (Zip)

812-663-4774  
(Area Code) (Telephone number)

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee \$ 3.60

Extra Services & Fees (check box, add fee as appropriate)

☒ Return Receipt (hardcopy) \$ 2.85

☐ Certified Mail (electronic)

☐ Adult Signature Required

☐ Adult Signature Restricted Delivery

Postage \$ 17.65

Total Postage and Fees \$ 21.25

Sent to J.P.D.E.

Street and Apt. No., or PO Box No. 115 W. Washington St. S. Tower #600

City, State, and ZIP+4® Indianapolis IN 46204

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7017 2281 0000 0892 2702

JUN 14 2021

**SENDER: COMPLETE THIS SECTION**

Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.

Print your name and address on the reverse so that we can return the card to you.

Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

*Indiana Dept. of Education  
 115 W. Washington St.  
 South Tower, Suite 600  
 Indianapolis IN 46204*

2. Article Number (If) 7017 2680 0000 1826 0208

PS Form 3811, February 2004 Domestic Return Receipt

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature *[Signature]*

B. Received by (Printed Name) *[Signature]*

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes ☐ No

If YES, enter delivery address below:

3. Service Type

☐ Certified Mail ☐ Express Mail

☐ Registered ☐ Return Receipt for Merchandise

☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

UNITED STATES POSTAL SERVICE  
 INDIANAPOLIS IN 46204

9 JUN 2021 PM 3 L

First-Class Mail  
 Postage & Fees Paid  
 USPS  
 Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

**Greensburg Community Schools**  
 Administrative Office  
 1312 W. Westridge Parkway  
 Greensburg, IN 47240

*Re: Latifey Waiver Request*

GREENSBURG COMMUNITY SCHOOL CORPORATION

LATCH KEY PROGRAM

REQUEST FOR WAIVER

2021-2022 SCHOOL YEAR

INDIANA STATE BOARD OF EDUCATION  
SCHOOL AGE CHILD CARE PROGRAM WAIVER

Greensburg Community School Corporation requests a waiver of the requirement that it make a school age child care program available to all children in K-6 as required by IC 20-26-5-2. The corporation submits the following detailed information that is required by law to support the request:

1. A description of the steps taken by the school corporation to conduct a latch key program or solicit other not-for-profit organizations or for-profit organizations to implement the program. IC 20-26-5-2(a)
  - a. Decatur County Carousel Day Care (bus transportation provided by GCS)
  - b. Decatur County YMCA (bus transportation provided by GCS)

There was no interest on the part of either of these current providers to have a program located in the elementary school. Both have facilities that currently provide school age childcare and do not want to engage in programs not housed in their facilities. The YMCA Currently offers an after-school program through a Federal Grant for elementary age children at Greensburg Elementary School (3:00 pm to 6:00 pm daily).

2. A survey was sent to each parent, with a return date of May 10, 2021, concerning interest in the latch key program.

Results of the survey: 2020-2021 School Year for 2021-2022 School Year

1069 surveys were sent home to parents (K-6)

16 surveys were returned expressing interest (total students)

There were a total of 1069 surveys distributed; the elementary school distributed 910 and the middle school distributed 159.

- A. Evidence is provided that a request was made to all parents, in writing, concerning the latch key program (copy enclosed).
- B. The results of the 2020-2021 survey indicate that the parents of the Greensburg Community School Corporation are not interested in the latch key program. The results of the survey (16/1069) indicated there was no need for the latch key program to be further pursued.
  - 0/159 returned the survey from Sixth Grade indicating a desire to participate.
  - 16/910 returned the survey from K-5 Grades indicating a desire to participate

## Financial Information

Estimated Daily Attendance: 16 students

Caretaker: 1 for every 10 students

2 caretakers x \$16.00 per hour x 3 hrs/day x 5 days/wk = \$480.00/wk

Supplies: \$135.00/ wk

Food: \$1.25 x 16 x 5 = \$100.00/ wk

Total weekly cost to Greensburg Schools: \$715.00

Total cost per student for Greensburg Schools: \$44.69 / wk (\$1,608.75 / yr)

Total Cost of the program per year to Greensburg Community Schools: **\$25,740.00**

Caretakers:  $2 \times 16 \times 3 \times 5 \times 36 = \$17,280.00$

Supplies:  $\$135.00 \times 36 = \$4,860.00$

Food:  $\$100.00 \times 36 = \$3,600.00$

Total cost to parents: \$20.00 / wk (\$20 x 36 wks x 16 students)

Total income from parents: **\$ 11,520.00.**

**Loss to Greensburg Community Schools:  $\$25,740.00 - \$11,520.00 = \$14,220.00$**

Greensburg Community Schools requests a waiver based on:

1. An undue financial hardship would be placed on the school corporation.
2. Lack of participants in the program (only 16/1069 eligible students)
3. An undue hardship because the parents showed little interest in the program

Request for Waiver:

The Greensburg Community School Corporation requests the Indiana State Board of Education grant a waiver of the requirement of IC 20-26-5-2 for 2021-2022 school year.



Thomas Hunter, Superintendent  
Greensburg Community School Corporation

The following are the results from the Latch Key Survey: 2021-2022

Grade	# of Surveys Sent	# of Surveys Returned
K	173	5
1 <sup>st</sup>	172	6
2 <sup>nd</sup>	151	2
3 <sup>rd</sup>	142	2
4 <sup>th</sup>	129	1
5 <sup>th</sup>	143	0
6 <sup>th</sup>	159	0

GES Totals 910

GJHS Totals 159

Corporation Totals 1069





AFTER SCHOOL PROGRAM SURVEY  
"LATCH-KEY"

April 22, 2021

Dear Parent of Elementary Age Students:

The 1991 State Legislature passed a law that requires local school corporations to offer an after school "latch-key" program. This program would provide child care services (babysitting) from the time the school day ends to 6:00 P.M. Participating children would be required to be enrolled 5 days a week. There would be a fee charged for the program. The number of students enrolled would determine the fee. We can not project the fee at the current time. The program must pay for itself and we need to know the number of participants before assigning a cost.

If you are interested in taking part in this program, please complete the survey at the bottom of this letter and return the form to your building principal. This program is for students in grades K-6 and would be housed at Greensburg Elementary School.

Thank you for allowing me to explain this proposed service to you.

Tom Hunter  
Superintendent

---

Latch-Key Survey

Parent's Name: \_\_\_\_\_

Parent's Address: \_\_\_\_\_

Parent's Telephone Number: \_\_\_\_\_

Number of elementary age children in the family: \_\_\_\_\_

Grade levels of elementary age children: K\_\_\_ 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ 6\_\_\_

Yes, we would be interested in having our child/children enrolled in the Latch-Key Program.

Signed: \_\_\_\_\_

Please return by May 10, 2021 to your child's school.